

GENERAL SERVICES ADMINISTRATION  
Washington, DC 20405

PBS 5605.1  
October 17, 2016

GSA ORDER

SUBJECT: Electric Vehicle Supply Equipment Infrastructure Management

1. Purpose. This Order provides guidance on the use of and financial accountability for Electric Vehicle Supply Equipment (EVSE) infrastructure at facilities under U.S. General Services Administration (GSA) jurisdiction, custody, or control, including facilities that have been delegated to other Federal agencies by the Administrator of General Services (Administrator), and facilities leased by GSA.
2. Cancellation. The Interim Policy Guidance issued July 24, 2012, by the Office of Facilities Management on the Use of Electric Vehicle Supply Equipment (EVSE) at GSA Federally Owned and Leased Facilities is cancelled.
3. Background. The Fixing America's Surface Transportation (FAST) Act of 2015; the Energy Policy Acts (EPA) of 1992, 2005, and 2007; Executive Order (EO) 13693; and the Energy Independence and Security Act of 2007 require that the Federal Government purchase and/or lease alternatively fueled or low greenhouse gas emitting vehicles. EO 13693 also requires agencies to plan for appropriate charging or refueling infrastructure for zero emission vehicles or plug-in hybrid vehicles, and to seek opportunities for ancillary services to support vehicle-to-grid technology. The Implementing Instructions published along with EO 13693 require "that Agencies shall similarly procure charging stations and, where possible, infrastructure that will allow for vehicle level data reporting capabilities." GSA is committed to meeting these goals and helping agencies that occupy space in GSA controlled facilities to do so as well. The inclusion of Plug-in Electric Vehicles (PEV), Plug-in Hybrid Electric Vehicles (PHEV), and Low-speed Electric Vehicles (LSEV) in GSA's Government Owned Vehicle (GOV) fleet as well as the increasing use of these vehicles by others creates the opportunity to provide infrastructure to charge electrically powered vehicles at GSA facilities. (See Definitions, Section 7).

The FAST Act authorizes Federal agencies to use appropriated funds to install and operate EVSE infrastructure for Privately Owned Vehicles (POV), provided these vehicles are authorized to park in a federally controlled parking area. The Act also requires other Federal agencies to collect fees for the use of these EVSE to recover infrastructure, maintenance, and operating costs. The FAST Act includes exceptions for determining the components of the fee that relates to hardware, construction, and installation costs. Federal agencies are not required to include the costs of installing or constructing any charging equipment:

- a. installed or constructed on or before December 4, 2015.
- b. installed or constructed primarily for use by Federal agency fleet vehicles.
- c. installed or constructed pursuant to appropriations for the purpose of installing or constructing charging equipment.

4. Nature of revision. The FAST Act and this Order allows those authorized to park a vehicle at a GSA facility to use available EVSE on a reimbursable basis. This authorization includes all facilities leased by GSA. GSA is not responsible for the cost to install, operate, and maintain EVSEs. All costs associated with the provision of EVSE are considered an above standard service. (See PBS Pricing Desk Guide § 2.5 (4<sup>th</sup> Ed. 2014).

5. Effective date. This Order is effective from the date of signature and remains in effect until cancelled.

6. Scope and applicability. This Order applies to PEV POVs belonging to Federal employees and non-Federal users with authorized access to Government parking facilities, as well as all PEV Federal agency fleet vehicles. A PEV is classified as a vehicle that (a) draws motive power from a battery, and (b) can be recharged from an external source of electricity for motive power.

The FAST Act defines “Federal agency” as the meaning given the term “Executive agency” in section 105 of title 5, United States Code, and includes (1) United States Postal Service, (2) Executive Office of the President, (3) military departments (as defined in section 102 of title 5, United States Code) and (4) the judicial branch.

7. Definitions.

a. Electric Vehicle Supply Equipment (EVSE): An EVSE electric vehicle infrastructure. Some EVSEs have smart metering, cellular capability, network connectivity, and other features, while others have more basic features. Delivers electrical energy from an electricity source to charge a PEV’s battery. It communicates with the PEV to ensure that an appropriate and safe flow of electricity is supplied. EVSE units are often referred to as “charging stations.”

(1) Level 1 EVSE Infrastructure: A 110/120-volt electrical connection that provides electricity used for charging a PEV without a permanently connected cord-set or networked fee or usage data collection device.

(2) Level 2 EVSE Infrastructure: A 240-volt electrical connection that provides electricity used for charging a PEV with a permanently connected cord-set or networked fee and usage data collection device.

b. Plug-In Electric Vehicle (PEV): EVs use an electric motor powered by electricity stored in a battery pack. The battery pack is charged by an external battery charger. Vehicle ranges are typically from 50 to 200 miles depending on the size of the battery pack.

(1) Low Speed Electric Vehicle (LSEV): LSEVs use an electric motor powered by electricity stored in a battery pack. The battery pack is charged by an external battery source. Low-speed vehicles speed are limited to 20–25 mph, must meet Federal Motor Vehicle Safety Standard 500, are allowed to be driven on streets, public roads not accessible to all golf carts, and meet safety criteria established by the National Highway Traffic Safety Administration.

(2) Plug-In Hybrid Electric Vehicle (PHEV): PHEVs use an electric motor powered by an internal combustion engine. The battery pack is charged by an external battery source, regenerative braking and the internal combustion engine. Once the all-electric mode has powered down, the vehicle operates like a hybrid electric vehicle (HEV).

8. Policy. For requests of new installations of Level 1 charging receptacles, Level 1 EVSE and Level 2 EVSE and DC Fast charging (referred to collectively as EVSE) for both GOVs and POVs at Government-owned GSA-controlled facilities (Single and multi-tenant facilities) and GSA leased facilities, the following applies:

a. The Facility Manager will determine if parking is available for EVSE installation.

(1) If GSA controlled parking is not available, the request will be returned to the agency.

(2) Parking may be procured in accordance with the Leasing Desk Guide, Appendix H ([www.gsa.gov/portal/mediaId/186583/fileName/LDG-AppendixH-ParkingAcquisition-Final-11-01-2013.action](http://www.gsa.gov/portal/mediaId/186583/fileName/LDG-AppendixH-ParkingAcquisition-Final-11-01-2013.action)).

(3) If existing charging outlets exist, the Facility Manager shall verify the outlets meet the safety guidelines in the Safety and Management Policy for Level 1 Charging Receptacles website. ([energy.gov/eere/vehicles/workplace-charging-safety-and-management-policy-level-1-charging-receptacles](http://energy.gov/eere/vehicles/workplace-charging-safety-and-management-policy-level-1-charging-receptacles)).

(4) If existing outlets or EVSE are not available, and parking is available for installation of EVSE, agencies may request installation of EVSE infrastructure.

b. Requesting EVSE Infrastructure.

Agency(s) shall provide a written request for space for the installation of EVSE at a facility where it occupies space in a GSA-controlled Federal facility or GSA leased space. Requests by the Agency shall be in writing and sent to the respective GSA Lease Administration Manager or Facility Manager for review.

(1) In a single tenant facility, in addition to determining GOV EVSE and prior to requesting the installation of ESVE, agencies should gauge potential demand for POV accessible EVSE.

(2) In multi-tenant facilities, all agencies desiring to provide GOV and POV accessible ESVE should be surveyed. The Facility Manager shall contact each tenant agency's designated facility representative to determine if that agency wishes to survey its personnel. Additional information on surveys is available through the U.S. Department of Energy Workplace Charging Challenge ([http://www.afdc.energy.gov/uploads/publication/pev\\_workplace\\_charging\\_hosts.pdf](http://www.afdc.energy.gov/uploads/publication/pev_workplace_charging_hosts.pdf)).

(3) In space leased by GSA, GSA will work with the Lessor to approve or deny the request.

(4) The Facility Manager will also designate the area where EVSE infrastructure shall be located and ensure the space(s) is clearly marked with appropriate signage.

c. Site Assessments.

Requesting agencies shall provide a Reimbursable Work Authorization (RWA) to the appropriate GSA office to perform a site assessment for GOV EVSEs or POV EVSEs at a designated location. For GOV EVSEs, this assessment will provide a cost estimate for the installation. For POV EVSEs, this assessment will determine costs associated with installation, maintenance and recommended usage charges. These services may be offered through local utilities servicing the facility. To find out whether or not the local utility is participating in EVSE assessments and obtain information on local utility rates, submit the information listed in Attachment A to [energy@gsa.gov](mailto:energy@gsa.gov).

Design, materials and techniques employed to install EVSE infrastructure must comply with the standards and design specifications in the GSA P-100, "Facilities Standards for the Public Buildings Service" and the DOE "Plug-In Electric Vehicle Handbook." The DOE Handbook is available at [www.afdc.energy.gov/uploads/publication/pev\\_workplace\\_charging\\_hosts.pdf](http://www.afdc.energy.gov/uploads/publication/pev_workplace_charging_hosts.pdf).

If the site assessment indicates physical and cost feasibility, the Agency will provide funding as described in Section 9 of this Order.

(1) For GOVs installations.

For EVSE installed or constructed primarily for use by GOVs, the EVSE shall comply with the EO 13693 asset-level data requirement. If the EVSE is not separately metered, the GOVs charged should have a telematics device that can record kWh charging data.

(2) For POV installations:

Upon completion of the installation, the requesting agency will become responsible for all EVSE management and policy administration, including cost reimbursement, and employee sign-up procedures. Tenant agencies must provide all POV EVSE users a copy of the GSA Notification found in Attachment B.

The requesting agency is responsible for ensuring participating personnel fully reimburse the agency for the full cost of the EVSE and usage, unless the EVSE meets the FAST Act exceptions. Additional guidance on establishing rates for reimbursement can be found in the Council on Environmental Quality policy entitled: *Guidance for Federal Agency Implementation of Workplace Charging Pursuant to the Fixing America's Surface Transportation Act: Level 1 Charging Receptacles* ([www.whitehouse.gov/sites/default/files/guidance\\_for\\_federal\\_agency\\_implementation\\_of\\_workplace\\_charging\\_-\\_l1\\_ch...pdf](http://www.whitehouse.gov/sites/default/files/guidance_for_federal_agency_implementation_of_workplace_charging_-_l1_ch...pdf)). All GSA facilities will use local utility rates rather than national averages for FAST Act Compliance.

Federal agencies are not required to include the costs of installing or constructing any charging equipment when determining the usage fee for EVSE installed or constructed primarily for use by GOVs. However, tenant agencies shall not make such EVSE available to POVs unless the agency determined a methodology for assessing cost recovery for electricity and the appropriate agency official has determined that the EVSE does not need to be utilized by GOVs. Each implementing Agency is responsible for ensuring that reimbursement is recovered where required by the FAST Act or other applicable law.

Delegated facilities must follow the requirements of the delegation for installation of EVSE.

9. Funding options. Options for Funding of EVSE at Government owned Facilities, Including Single-Tenant and Multi-Tenant Facilities, GSA Leased Facilities, and GSA Delegated Facilities:

a. Funding of GOV EVSE Installations. The requesting agency shall provide funding for the installation cost of the EVSE as discussed below in 9(c).

b. Funding of POV EVSE Installations. The requesting agency shall provide funding for all costs as discussed below in 9(c). The requesting agency is responsible for ensuring participating authorized users fully reimburse the agency for the full cost of the EVSE, except in the cases noted as FAST Act exceptions. The full cost includes the cost of installation, maintenance, and usage. Maintenance and repairs of the EVSE are also the responsibility of the requesting agency. If more than ten (10) charging stations are installed, GSA will require an above standard recurring RWA to cover the additional cost of utilities.

c. Funding Options for GOV and POV EVSEs.

Option 1. The requesting agency may reimburse GSA for the infrastructure installation using a Reimbursable Work Authorization (RWA).

Option 2. When EVSE infrastructure is installed as part of a facility renovation or construction project, the installation costs may be factored into the tenant's rent as a tenant improvement, subject to GSA funding availability.

Option 3. GSA and Federal agencies, working with a service provider (i.e. private company, public utility or other entity), may allow the service provider to install, operate, maintain, repair, replace, provide electricity, and collect fees for EVSE infrastructure and usage under this Order.

10. Reporting. The FAST Act requires that the Administrator of General Services report on the implementation of EVSE deployment to the Committee on Transportation and Infrastructure of the House of Representatives and the Committee on Environment and Public Works of the Senate. GSA shall submit the report not later than two years after the date of enactment of the Act, and annually thereafter for ten years. The reporting cycle will begin with the December 2016 reporting of FY 2016 data. The reporting structure is outlined as follows:

a. GOV and POV EVSEs Requested by Tenant Agencies. GSA Facility Managers shall report to the GSA Regional Facilities Management Office the (1) the number of GOV and POV EVSEs requested by tenant agencies, (2) the number of EVSE installed on behalf of tenant agencies for both GOVs and POVs, and (3) the status and disposition of requests not identified in item (2).

b. POV EVSEs Installed for Use by GSA Employees. Facility Managers shall report to the respective GSA Regional Facilities Management Office the (1) number and type of EVSEs installed, (2) cost of the hardware and installation, and (3) fee assessed to authorized users.

c. GOV EVSEs Installed for GSA Fleet Vehicles. GSA Fleet Managers will report the number and type of EVSEs installed for GSA fleet vehicles in the FAST Tool and to the GSA Regional Facilities Management Office.

d. GOV and POV EVSEs Installed in Delegated Facilities. For facilities under GSA's jurisdiction, custody, or control that have been delegated to other Federal agencies by the Administrator of GSA, the delegated agency shall report to the respective PBS Regional Facility Management Office, the number and type of EVSEs installed for GOV and POV use, by location.

e. All federal agencies shall report annually on implementation of EVSE deployment for use by GOVs and other authorized users in GSA and non-GSA owned facilities through the FAST tool.

11. Service fee collections.

a. POV Infrastructure. EVSE infrastructure may be equipped with units that accept credit cards and debit cards to facilitate the collection of service fees. Requesting agencies may establish alternative fee collection programs. Agencies with EVSE infrastructure must establish procedures to account for and collect these fees.

b. Deposit and Availability of Fees. Fees must be deposited in Treasury accounts in accordance with the FAST Act, Section 1413, which states that any fees collected by the Administrator of General Services or the Federal agency, as the case may be, under this paragraph must be (1) deposited monthly in the Treasury to the credit of the respective agency's appropriations account for the operations of the building where the battery recharging station [EVSE] is located, and (2) available for obligation without further appropriation during the fiscal year collected and the fiscal year following the fiscal year collected.

12. Point of contact. Please direct any questions regarding this Order to [energy@gsa.gov](mailto:energy@gsa.gov).

13. Attachments: Appendix A: Request for Utility Information for EVSE  
Appendix B: Electric Vehicle Supply Equipment User Notification

14. Signature.

/S/\_\_\_\_\_  
NORMAN DONG  
Commissioner  
Public Buildings Service

## **Appendix A: Request for Utility Information for EVSE**

**EVSE Design, Installation, Maintenance and Operation.** Agencies shall provide a Reimbursable Work Authorization (RWA) to the GSA Facility Manager, National Client Executive or Lease Administration Manager for the respective location to request a site assessment. For GOV EVSE, the assessment will determine the cost for the installation. For POV EVSE, this assessment will determine the costs associated with the installation, maintenance and recommended usage charges. These services may be offered through local utilities servicing the facility. To find out whether or not the local utility is participating in EVSE assessments and obtain information on local utility rates; submit the information below to [energy@gsa.gov](mailto:energy@gsa.gov).

- Facility Name
- Facility Number (if known)
- Street Address, City, State
- Lease Number (if known and if applicable)
- POC, Name, Title and Phone (if other than individual submitting request)





## **Appendix B: Electric Vehicle Supply Equipment (EVSE) User Notification**

All users of Privately Owned Vehicles EVSE are hereby notified of the following:

- Government Owned Vehicles will have priority use of charging receptacles.
- Charging availability is not guaranteed and the Government is not responsible for insufficiently charged vehicles.
- Users shall provide their own UL Listed cord sets in good working condition for use (only for Level 1 charging receptacles).  
The use of an extension cord(s) is prohibited. Users are to plug in their vehicles only if they are able to park in a space immediately adjacent to a charging receptacle.
- Users are responsible for plugging in and unplugging their own vehicles.
- The Government is not responsible for any damage associated with EVSE or to a disruption in electrical service.